



Meeting Minutes

QU Academic Program Review and Curriculum Enhancement Committee (APR&CE)

Date of Meeting:	Tuesday, October 23, 2011		
Time of Meeting:	11:00 – 13:00 PM		
Minutes Prepared by:	APLOA Office		
Meeting No:	19		
Meeting Location:	Executive Meeting Room, Administration Building, 3 rd Floor		
1. Purpose of Meeting			
<i>Review of Curriculum Enhancement Requests.</i>			
2. Attendees			
Name	Department/Division/Role	E-mail	Phone
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Sherief Khalifa	Assoc. Dean Acad. Aff., Pharmacy, member	sherief@qu.edu.qa	4403 5561
Mrs. Wessam Almadhoun	Ass. Dean Student Aff., CAS, member	welmadhoun@qu.edu.qa	4403 4524
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
Dr. Dheen Mohamed	Assoc. Dean Acad. Aff., CSIS, member	mmdheen@qu.edu.qa	4403 4412
Dr. Ali Abdulmenom	Prof. Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Mahmoud Abdulwahed	Assist. Prof., CENG, member	m.abdulwahed@qu.edu.qa	4403
Dr. Clayton Edward Keller	Coord. Master In Spec. Ed. CEDU, member	Clay.keller@qu.edu.qa	4403 5228
Dr. Adam Fadlalla	Assoc. Dean for Acad. Aff., CBE, member	fadlalla@qu.edu.qa	4403 5070
Dr. Francis Botchway	Assoc. Dean for Research, LAW, member	fbotchway@qu.edu.qa	4403 5293
Dr. Farid Touati	Assoc. Prof., CENG, member	touatif@qu.edu.qa	4403 4221
Dr. Mohamed Ahmedna	Assoc. Dean for Research, CAS, member	ahmedna@qu.edu.qa	4403 4848
2. Absent			
Dr. Robert Meeds	CAS, member	robert.meeds@qu.edu.qa	Not available
3. Invited			
Dr. Shaikha Jabor Al Thani	VPCAO	vpacademic@qu.edu.qa	4403 4004
3. Detailed Meeting Agenda			
<p>→ Follow up on Previous Meeting</p> <ul style="list-style-type: none"> - CCP Course equivalencies (By CCP Director) - Expected Registration Issues in Spring 2012 (By Program / College representatives) - Missing Course Descriptions (By Program / College representatives) <p>→ Curriculum Enhancement Requests:</p> <ul style="list-style-type: none"> - CCP: Add a course (STAT 151) to Core Curriculum program offering - CEDU: Change in the degree requirements for the BS in primary education program offered at CEDU. 			

- **CBE: Change in the CBE 2005 curriculum requirements because of the deactivation of some courses.**
- **CAS: Adding a pre-requisite to the ARAB 201 course.**
- **PHARC, MS in Pharmacy: Change in Course attributes for PHAR 660 (LL to SP), 670, and 671 courses.**
- **PHARC, PharmD: Change in Grading Mode for PHAR 630, 631, 632, 633, 634, 635, 636, 637 Courses.**

→ **Additional Topics**

4. Meeting Notes, Decisions, Issues

Follow up on the previous committee meeting held on October 18, 2010

Following the restructuring of the Core Curriculum program, an equivalency table was asked to be provided in the last meeting held on October 18, 2010. The equivalency table will be sent by the CCP Director, Prof. Ali, to the APLOA Office by October 24, 2011.

In order to finalize the university catalogs, all committee members in collaboration with academic programs provided the requested course descriptions that were missing in Banner. Course descriptions were sent to the ALPOA Office.

Curriculum Enhancement Request

- ***Core Curriculum Program: Add course***

The Core Curriculum program requested to add STAT 151 course titled “ Introduction to Applied Statistics ” as an additional option in the Natural Science/ Mathematics Package. Committee members noted that the STAT 151 course is not offered as part of the Statistics program but rather as a service course to other programs. Committee members suggested to add the STAT 101 course titled “Statistics I” in the CCP Natural Science/ Mathematics Package.

Committee Action/ Recommendation:

The committee agreed to **recommend Conditional Approval** for adding the STAT 101 course in the CCP Natural Science/ Mathematics Package pending approval from the offering department and college.

- ***CPH, Mater in Pharmacy – Change in course Designation***

The college of pharmacy requested to change the Course Designation from “Lecture” to “Senior Project” for the PHAR 660 course titled “Directed studies in Pharmaceutical Sciences”. The PHAR 660 offered within the Master in Pharmacy program is a graduate research course and requires completion of a project.

The number of credit hours allocated to this course is 2 credit hours while the number of contact hours remain unspecified. Students spend a large number of time in the laboratory..

Committee Recommendation

The committee agreed to **recommend Conditional Approval** of the request. Committee members recommended to provide a specific number of contact hours (Theory/Lab) for the PHAR 660 course.

- ***CPH, PharmD – Change in Course Attribute***

Following the difficulty found by the program in assigning letter grades to undergraduate student performance in their internship courses and following review of similar programs offered at other universities, the Doctorate in Pharmacy (PharmD) program requested the following change:

- Change the Course Grading Mode from the “Letter (a-F)” Grade mode to the “Pass/Fail” Grade for the PharmD internship course series as detailed in the table below:

Course Id	Course Title	Current Grade Mode	Proposed Grade Mode
PHAR 630	Advanced Professional Practice Internships I	Letter Grade (A-F)	Pass/ Fail
PHAR 631	Advanced Professional Practice Internships II	Letter Grade (A-F)	Pass/ Fail
PHAR 632	Advanced Professional Practice Internships III	Letter Grade (A-F)	Pass/ Fail
PHAR 633	Advanced Professional Practice Internships IV	Letter Grade (A-F)	Pass/ Fail
PHAR 634	Advanced Professional Practice Internships V	Letter Grade (A-F)	Pass/ Fail
PHAR 635	Advanced Professional Practice Internships VI	Letter Grade (A-F)	Pass/ Fail
PHAR 636	Advanced Professional Practice Internships VII	Letter Grade (A-F)	Pass/ Fail
PHAR 637	Advanced Professional Practice Internships VIII	Letter Grade (A-F)	Pass/ Fail

To support the new grading scheme, the program developed a detailed evaluation rubric that will be used by the preceptor to assess and evaluate student performance during their 160-hours of internship training. The developed rubric covers the assessment of the seven educational outcomes expected of a PharmD graduate. The developed analytic rubric uses a three-point like scale (Does not meet expected level of performance, Meets expected level of performance and Exceeds expected level of performance).

Committee Action/ Recommendation

The committee suggested to adopt a grade mode including not only “pass” and “fail” but also “pass with distinction”. The committee agreed to **recommend Conditional Approval** of the program proposal pending the following:

- Approval from the Office of the Associate Vice President of Graduate Programs on the new proposed grading mode.
- Confirmation from the Banner team of the technical feasibility of implementing such new grading mode in the system.
- Approval from the college/program of the suggested new three level grading mode.

• **CAS – Add prerequisite**

The College of Art and Sciences submitted the following curriculum enhancement request :

- Add ARAB 107 course titled “Arabic Language Basics” as prerequisite to ARAB 201 course titled “Arabic Language Basics Advanced”.

Course Code	Course title	Current Prerequisite	New proposed Prerequisite
ARAB 201	Arabic Language Basics Advanced	-	ARAB 107

Committee Action/ Recommendation

The committee agreed to **recommend approval** of the request and decided to establish a taskforce to work on revising the ARAB 107 and ARAB 201 courses. Both courses are no longer offered within any program at Qatar University.

• **CEDU – Replace courses**

Following the restructuring of the History program, the HIST 350 and HIST 262 courses previously offered by the History program and required as part of the primary education program were deactivated and replaced in the primary education program by the HIST 370 course titled “Modern Arab History since 1919” and HIST 212 course titled “History of the Muslim World II (1187- 1516)”.

The HIST 370 and HIST 212 new courses have respectively as prerequisites the HIST 213 course titled “Modern Arab History (1516-1919)” and the HIST 111 course titled “History of the Muslim World I (600 –1187)” which are not part of the primary education program degree requirements.

The inclusion of the HIST 370 and HIST 212 courses in the primary education program will require students enrolled in the Arabic Studies Concentration area of the program to complete an additional 6 CH in order to satisfy their degree requirements.

To resolve this issue and after careful review of the course contents and consultation and approval from the History program, the primary education program requests to replace the HIST 370 and HIST 212 courses in the primary education program curriculum as detailed in the following table:

Current course	<u>New replacement course</u>
HIST 370 Modern Arab History since 1919	HIST 213 Modern Arab History (1516-1919)
HIST 212 History of the Muslim World II (1187- 1516)	HIST 111 History of the Muslim World I (600 –1187)

Committee Recommendation

The committee agreed to recommend approval of the program proposal.

• ***CBE – Replace courses***

Following deactivation of a number of courses that are no longer available to students, the College of Business and Economics requested to change, for all active programs offered at the College, the General Education Requirements in the 2005 version of the program degree requirements as indicated in the following table:

Current 2005 Study Plan		<u>New replacement course</u>
Course Code	Course title	
PHIL 114	Critical Thinking	PHIL 114 <u>Or</u> any course from the Critical Thinking Package of the CCP.
MCOM 221	Communication Skills	MCOM 221 <u>Or</u> any course from the Communication Skills Package of the CCP.
USUL 341	Ethics & Social Responsibility	USUL 341 <u>Or</u> DAWA 117 <u>Or</u> any course from the General Knowledge Package of the CCP.

The requested change is a result of the deactivation of the PHIL 114, MCOM 221 and USUL 341 courses that are no longer offered. Students were advised to register in courses included in the relevant CCP packages as a replacement of the deactivated courses.

Committee Action/ Recommendation

The committee agreed to recommend approval of the program proposal.

• ***CPH – Pharmacy program, Update the study plan***

Update the Natural Science/ Mathematics package and the College Core package of the Core Curriculum in the Pharmacy program as detailed below:

<i>Current study plan</i>		<i>New study plan</i>	
<i>Natural Science/ Mathematics package</i>	<i>College Core Package</i>	<i>Natural Science/ Mathematics package</i>	<i>College Core Package</i>
Students must complete a minimum of 3 CH from the following courses: <ul style="list-style-type: none"> •MATH 101 Calculus I •STAT 151 Introduction to Applied Statistics •BIOL 101 General Biology (with lab) 	Students must complete a minimum of 6 CH of supporting courses including: <ul style="list-style-type: none"> • MATH 101 Calculus I • STAT 151 Introduction to Applied Statistics • BIOL 101 General Biology (with lab) 	Students must complete: <ul style="list-style-type: none"> • MATH 101 Calculus I 	Students must complete: <ul style="list-style-type: none"> •STAT 151 Introduction to Applied Statistics •BIOL 101 General Biology (with lab)

Committee Recommendation

The committee agreed to **recommend approval** of the program proposal.

5. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Revise ARAB 107 and ARAB 201 courses	Taskforce	<u>By end of Fall 2011 Semester</u>	Report on Both courses with recommendations
Provide a specific number of contact hours for the PHAR 660 course	Dr. Sherif	<u>By Sunday Nov. 20, 2011</u>	Specific number of contact hours for the course.

6. Next Meeting

Sunday November 27, 2011